



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-13	Subject: PRESCRIPTION MEDICATION FOR YOUTH WITH MENTAL ILLNESS	
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Applicable ACA Standards: 2-7115	Revision Date:	
Signature: /s/ Karen Duncan	Effective Date: 10-10-08	
Signature: /s/ Steve Gibson		

I. BUREAU DIRECTIVE:

The Youth Community Corrections (YCC) Bureau will establish procedures to provide a limited pharmacy benefit program to youth with mental illness. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Public Benefit Program Enrollees – youth who apply and are approved to receive benefits from the Social Security Administration, Medicaid, or other pharmacy or health care benefit programs funded by the State of Montana or the federal government.

III. PROCEDURES:

1. Determine if youth is eligible:
 - a. Diagnosed with a serious emotional disturbance,
 - b. Within 3 months before release from secure custody or in community corrections program with no pending legal proceedings,
 - c. Ineligible for public benefit programs; requires medication support OR has submitted application for benefits and not yet enrolled. (This will likely include all youth on psychotropic medication(s) at the facility at the time of their release.)
2. Submit medication request form:
 - a. Facility contacts Juvenile Parole Officer (JPO) to determine if medication is already arranged,
 - b. If not, facility initiates request (this will most likely happen in the youth's final 30 days at the facility) and sends to JPO to complete,
 - c. JPO directly supervising offender sends to YCC Bureau Chief electronically,
 - d. YCC Bureau Chief processes and forwards to Adult Community Corrections Division prerelease or treatment contract manager(s).
3. Review approved applications:
 - a. JPO directly supervising offender reviews approved applications at intervals no longer than six months for continuation of services,

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- b. If the youth no longer needs medication support, is enrolled in a public benefit program, or is discharged, re-submit the medication request form to the YCC Bureau Chief documenting the reason for removal of the youth from the program. The YCC Bureau Chief forwards the request to the Adult Community Corrections Division prerelease or treatment contract manager(s).
- 4. When request is approved, supervising JPO will receive funds made payable to the named pharmacy, and:
 - a. Purchase medication,
 - b. Work with mental health practitioners and monitor medications no less than monthly.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. REFERENCES:

[DOC 4.5.29](#) [Prescription Medication for Offenders with Mental Illness](#)

VI. ATTACHMENTS:

[YCC 60-13 \(A\) Offenders with Mental Illness Medication Request Form](#)